

OFFICE OF THE GENERAL COUNSEL  
Division of Operations-Management

MEMORANDUM OM 96-80

TO: All Regional Directors, Officers-in-Charge,  
and Resident Officers

FROM: B. Allan Benson, Acting Associate General Counsel

SUBJECT: Selection of Historical Case Files  
Closed in CY 1995

In accordance with the Administrative Policies and Procedures Manual of the National Labor Relations Board (IRM-8, Sec. 21c(1)), each Regional Office is required annually to send to Washington two copies of a list of cases nominated for permanent retention in the National Archives. Detailed instructions pertaining to the disposition of NLRB case files, including criteria to be used in selecting cases for transfer to the Archives, may be found in Chapter 6 of the Files Management and Records Disposition Handbook. In brief, field offices recommend cases for transfer to the National Archives, these recommendations are reviewed and approved in Washington, and the approved lists are returned to the field. The selected cases are not sent to Washington until 2 years after they are closed. (See chart on reverse.) In Washington, field case files and Headquarters case files are merged prior to their transfer to the National Archives.

Please submit your list of nominated cases selected from those closed in Calendar Year 1995 to the Records Management Section, Library and Administrative Services Branch, Division of Administration, by December 2, 1996.

Since delays in submission of the Regional Office cases nominated for permanent retention adversely affect the case filing and disposition system, it is important that the approved selected case files be received at Headquarters within the established time frames indicated on the chart printed on the reverse side of this memorandum. The chart also includes the disposition authority numbers to be used when transferring unselected cases to Federal Records Centers.

B. A. B.

MEMORANDUM OM 96-